



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY RECRUITING BATTALION ALBANY
21 AVIATION ROAD
ALBANY, NEW YORK 12205-1131

RCNE-AL-CO (600-20)

6 June 2003

MEMORANDUM FOR All Battalion Personnel

SUBJECT: Policy #12: Travel Card Management

1. The travel card is authorized in support of official travel expenses. The card will not be used for personal purposes. Cardholders are liable for all charges on the travel card. In addition, recruiters are authorized to use the card for Recruiter Expenses Allowance (REA) to obtain cash advances. Any other use of the travel card will subject the cardholder to possible disciplinary action under UCMJ for military personnel or the Table of Penalties for civilian personnel.
2. In order to reduce the number of outstanding bills, it is mandatory to use the "Split Disbursement" option when filing a travel voucher or subvoucher. Split disbursement must be used to pay for all charges made to the travel card during official travel, i.e., hotels, rental cars, etc.
3. The following actions will be taken regarding personnel with delinquent government card payments.
 - a. At 30 days: Company Commanders will counsel individuals and a copy of the counseling forwarded to the Battalion XO.
 - b. At 60 days: Soldiers will be flagged and counseled by the Battalion Commander
 - c. At 90 days: I will consider possible UCMJ action.
 - d. At 120 days: The case will be forwarded to 1st Brigade BJA for further guidance. The account will be canceled and the card will be destroyed. Once an account has been cancelled, it cannot be reactivated. Persons who have their accounts canceled are not permitted to have travel advances for future TDY.
4. Point of Contact for this memorandum is the budget section or the Battalion XO (518) 438-2126.


SANDRA E. LUNT
LTC, MI
Commanding